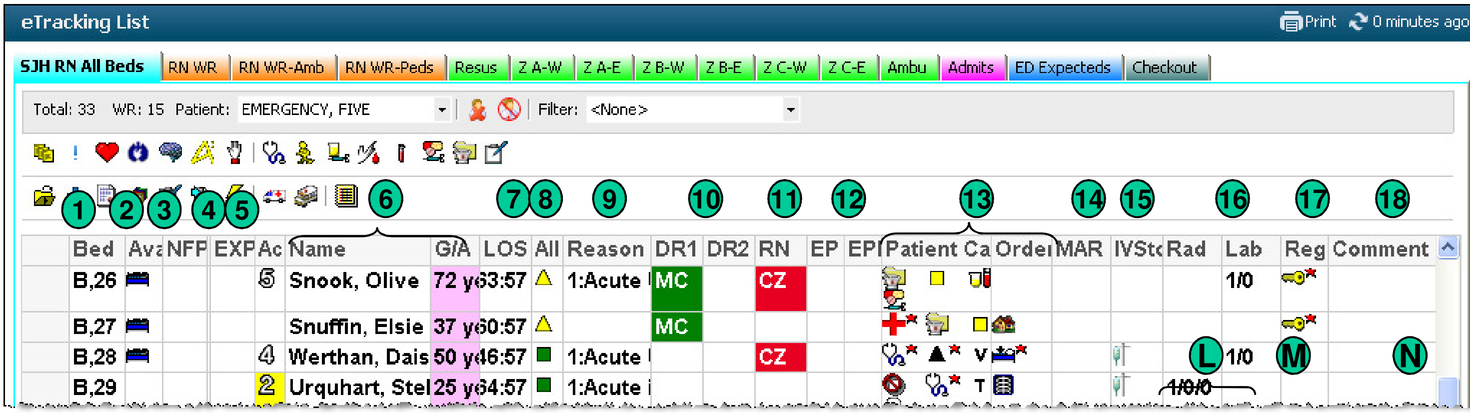
Tracking List: Similar to an airport arrival and departure List. After a patient is registered, the patient's name displays on the **Tracking List**. ED staff can then identify which tasks (known as **Events**) are due on the patient. The Tracking List also notifies ED staff when lab and radiology tests are completed. Other information, such as the patient's location within the ED, assigned physician, nurse and techs display on the **Tracking List.**

Note: the Tracking List is customized for each hospital. All columns may not display.



1. **Bed:** The actual location of the patient within the ED. Each hospital's ED bed numbers and locations will vary.
2. **Availability Column:** This column allows associates to indicate the status of a specific ER bed by selecting one of the following options: Available, Occupied, Held, Dirty, Held for Ambulance.
3. **NFP (Not for Publication):** For some patients such as celebrities, public officials, etc., or for specific reasons such as gunshot, domestic violence, etc., these patients need to be kept confidential.
4. EXP: Indicates a bed being held for an expected arrival.
5. **Acuity (A) Column:** When the acuity is indicated within the **electronic Triage Form**, it will display in this column. Levels are: 1– Backlit in RED; 2 - Backlit in YELLOW; 3, 4, 5 – no fill
6. **Patient Information (Name, Age, Sex):** Displays name of the patient (last name first) and age. Gender is denote by color. Patients with the "same last name" will appear in *italicized* text. Ages: followed by "y" for year, "m" for month.
7. LOS – length of stay in hour:minutes
8. **Allergy:** Displays the status of allergy information (allergy information is entered in the electronic Triage Form). One of these symbols displays:
   - = Patient has No Known Allergies
   - = Patient has Documented Allergies
   - = Allergies Not Documented
9. **Reason for Visit Column:** Displays the information entered in the "Diagnosis" section within the electronic Triage Form.
10. DR1 & DR2: Displays the initials of the Provider who has checked in and assigned himself/herself to the patient.
11. **RN/EP1/Tech:** When the ED nurse, physician, or tech checks-in and assigns himself/herself to a patient, his/her initials will be displayed in these columns. Background colors are set by the individual. The **EP1** column indicates which Emergency Physician is assigned to the patient. The **EP2** column indicates which Resident, PA, or Nurse Practitioner is assigned to the patient. Some sites may <u>not</u> have a Tech column.
12. **EP & EP Reassess** : icons for Physician – reassess dispo
13. **Patient Care & Orders (Events):** Displays a series of icons indicating which tasks are due on the patient (see **Events** job-aid). Rest your mouse cursor over the icon to display additional information.
14. **MAR**: Displays the number of medications ordered on the patient.
15. **IV Stop**: Displays an IV icon if Infusion Billing is incomplete.
16. **Rad & Lab:** Displays the number of radiology and laboratory orders that have been placed and completed. For example, "3/1" in the Rad column means that 3 radiology tests were ordered and 1 has been completed. When all results are back, this fraction will turn to this symbol. Double-Click on this symbol to view results. Right-click to view a list of tests ordered.
17. **Reg** – Indicators for Registration staff.
18. **Comments/EMS Comments:** Displays comments entered by any ED associate. Do <u>not</u> use the drop-down menu for comments. Only type in comments.

Ascension SE Michigan

FirstNet

Tracking List

For assistance, contact your Clinical Transformation Specialist, or call the Help Desk

v4.0

eCare

Check in as a Provider

1. Click **Yes** to the prompt "Do you want to check-in as an available provider".
2. Click **Yes** to the prompt "Do you want to select a default relationship now to access the chart".
3. Select the appropriate **Provider Role** (e.g. ED Nurse, ED Physician, etc.).
4. Select a **Default Relationship** (e.g. ED RN).
5. Place a checkmark next to **Associated Provider Color**.
6. Select a color, then click **OK**.
7. Ensure a checkmark is next to **Available Provider** (bottom left corner), then click **OK**.

   Result: The **FirstNet Tracking List** opens

NOTE: For non-clinicians, select **No** for Steps #1 and #2 to open the **FirstNet Tracking List**.

Assign Yourself as a Provider

EP1= Emergency Physician
EP2= Residents, PAs, Nurse Practitioners
When assigning yourself to a patient:

1. Click the patient's **name**.
2. Click the **Assign Provider** icon.

Unassign Yourself as a Provider

EP1= Emergency Physician
EP2= Residents, PAs, Nurse Practitioners
When unassigning yourself:

1. Click the patient's **name**.
2. Click the **Unassign Provider** icon.

Save a Bed for EMS

When assigning the bed:

1. Double-click the **icon** in the "Avail" column.
2. Select **EMS Hold** from the list.
3. **Scroll** to the extreme right of the Tracking List.
4. Enter the **rig number** in the EMS Comment column.

The EMS Hold icon ( ) indicates the bed is being held.

Filter Patient Display

You can filter the display of the eTracking List to view only certain patients. The options for filtering are role-specific.

1. From the eTracking list tab of our choice, click the **drop-down arrow** in the Filter field.
2. Select the desired **filter**.

Note: to view all patients, reset the filter to "None".

Move a Patient on the Tracking List

1. Double-click within the bed **number** for the patient you want to move.
2. From the Select a Location pop-up click the **new location**.
3. Click **OK**.

NOTE: The patient will display in the new location on the All Beds tab. You can select the appropriate area tab.

Bunk Patients

You may select the same bed location for more than one patient.
Example: Pediatric patients from the same family, etc.

Important: You must be in the All Beds tab to move Your patient from one module to another module.

Base Locations

This function can be used for patients who are moving from area to area during their ED visit
Example: Move a patient to their ED bed to CT Scan and back.

1. When the patient goes to CT (for example), double-click the **Bed** number.
2. Select the **CT** location, then click **OK**.

   Result: The Bed location displays both the ED bed location and CT. The patient displays at the bottom of that module. A red x displays in the bed availability for that patient to denote that the bed is being held.

When the patient returns from CT:

1. Right-click the patient's **name**.
2. Trace to **Base Location**.
3. Click **Return**.

Open Patient's Chart from the eTracking List

1. From the Tracking List, elect the patient's **name**.
2. Select the **Open Chart** icon ( ) and select the desired section within the chart.

Note: For faster access to a particular part of the patient chart, use the Quick Link Buttons. Rest the mouse cursor over the button to display the section of the chart.

Viewing Lab & Radiology – Quick Flowsheet

Within the Tracking List, double-click the **Lab** or **Rad** column.

Sort the Tracking List

1. Click on **any header** within the Tracking List to sort in ascending → descending order or descending → ascending.

An **Up** or **Down** arrow appears in the header.

LOS ^	LOS ˅
A → Z	Z → A

NOTE: This is helpful when viewing patients who have been in the ED for the longest time.

Tracking List Fractions

On the Tracking List, fractions indicate number of tests ordered/completed/resulted.

For example **1/1/0** means:

- **1** lab order was placed
- **1** has been completed
- **0** have been resulted

Check Out & Reassign Patients

1. Click the **Provider Checkout** icon.
2. Highlight the **patients** in "Assigned Patients".
3. Select a **name** or "**None**" in "Reassign a Provider".
4. Click the **Assign All** button.
5. Click **OK**.

Quick Links

Abdomen	MAR (RN), MAR Summary (Provider)
Add Order	Medication List
ADLs	Modify Event
Assessments	Neuro
Cardiac	Patient Chart
Depart Process	Patient Information (Provider only)
Documents/Clinical Notes	POC
Dr Forms (Provider only)	Prearrival Form
ED Communication	Pre-Arrival Actions
ED Summary	Psychosocial
FIN Info (Provider only)	Respiratory
Flowsheets	Set Events (Provider only)
Form Browser	Trauma
IVIEW and I&O	Treatments and Procedures
Lab Collection	Vitals